



City of Morgan Hill  
Seeks Enthusiastic Individuals for the Position of

## COOL KIDS SUMMER CAMP SPECIALIST

### POSITION DESCRIPTION

The Cool Kids Summer Camp Specialist is responsible for the day to day operations of the City of Morgan Hill Cool and Sports Camps. This is an experienced level, part-time temporary, seasonal position with no benefits. The incumbent will report to the Recreation Coordinator and is responsible for the supervision of Summer Camp Recreation Leaders and the Assistant Summer Camp Specialist.

### ESSENTIAL DUTIES

- Organize, plan, direct, conduct and evaluate recreational programs and activities for all age groups
- Collect information and meet with interested groups and individuals to discuss recreational programs
- Act as a supervisor to Recreation Leaders, Instructors and Consultants; communicate information to and from the Recreation Coordinators and Center Supervisor
- Train staff in a variety of sports/fun and educational activities
- Monitor and record compliance with safety and department guidelines
- Able to communicate, supervise, and provide sound judgment to participants and staff on your own
- Perform related duties as assigned

### MINIMUM QUALIFICATIONS

**Education:** Graduation from high school or GED equivalent. Applicants must be at least 21 years old at time of appointment.

**Experience:** Minimum of two years experience as a Recreation Leader II or related work. Must have actively participated, implemented and lead a variety of youth recreational activities such as sports programs, leadership, music, arts and crafts, indoor/outdoor games, nature studies, field trips or similar activities. Supervising children and communicating with parents and the general public tactfully and effectively.

**Certificates:** CPR/First Aid/AED for schools and communities certification must be obtained by the first day of employment.

**Special Requirements:** Position requires availability of 20-40 hours per week during summer periods, June through August. Position allows for only one week (consecutive) vacation time-off request during the summer periods, June through August. Applicants must be willing to work outdoors in varying weather conditions; and must be able to lift up to 40 pounds. Applicants must be willing to work flexible hours; including evenings, weekends, and holidays.

### SALARY

This is a part-time position without benefits. The salary range for this position is \$14.00 - 18.00 per hour.

### APPLICATION PROCESS

All applicants must submit a complete City of Morgan Hill Temporary Employment Job Application. Application can be obtained at:

City of Morgan Hill

17555 Peak Avenue

Morgan Hill, CA 95037

or on-line at [www.morganhill.ca.gov](http://www.morganhill.ca.gov)

### SELECTION PROCESS

Applications will be screened and those applicants who possess the minimum qualifications will be invited to an oral interview with the Program Recreation Coordinator. Prior to appointment, a drug test, background check, including fingerprinting for submission to the Department of Justice must be completed, as well as TB testing.

